

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]
GS-04 to GS-05

25X1A9a

1. [REDACTED] entered on duty with the Agency 21 September 1969, and was assigned to the Optics Division in December of that year. She has been in grade, GS-04, 22 months. 25X1A9a

2. Prior to assignment to ORD, [REDACTED] received a Certificate of Appreciation from the Fund Drive Coordinator for her services to that organization while on detail from the Clerical Pool. 25X1A9a

3. [REDACTED] is the junior secretary in the Optics Division and is responsible for preparation of reports, correspondence, blue book documents, travel advances, etc. Her performance has improved steadily since her EOD. She actively seeks help in overcoming her weaknesses which, I feel, speaks strongly of her desire to attain a high level of proficiency. 25X1A9a

4. It is recommended that [REDACTED] be promoted from GS-04, step 2 to GS-05, step 1.

25X1A9a

[REDACTED]
Chief, Optics Division
Office of Research and Development

SUBJECT: 25X1A9a
Recommendation for Promotion -
[REDACTED]
GS-04 to GS-05

RECOMMEND APPROVAL:

SIGNED
Chairman, Special Panel, ORD

11 October 71
Date

APPROVED:

[REDACTED]
Director of Research and Development

21 October 71
Date

Distribution:

- Original & 1 - Addressee
- 1 - Special Panel, ORD
- 1 - ORD Personnel
- 1 - Optics/ORD

AO/ORD/DD/S&T: [REDACTED] dms/2637 (8 Oct 71)

25X1A9a